

TTB

Pay.gov Amending Electronic Submissions User Guide



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TTB Amending Electronic Submissions User Guide

Introduction

Welcome to Pay.gov, the Alcohol and Tobacco Tax and Trade Bureau's (TTB's) System for electronic form filing and payment of alcohol and tobacco excise taxes.

What Does This Guide Cover?

This guide shows you how to:

- Amend Excise Tax Return Forms and Payments, and Operational Reports for alcohol and tobacco.

For information about using this system and how to obtain technical support, please visit the pay.gov web site: <http://www.ttb.gov/epayment.htm>.

What Does This Guide Not Cover?

This guide does not cover submission of Excise Tax Returns and Payments for firearms and ammunition nor Excise Tax Returns and Payments for Puerto Rico.

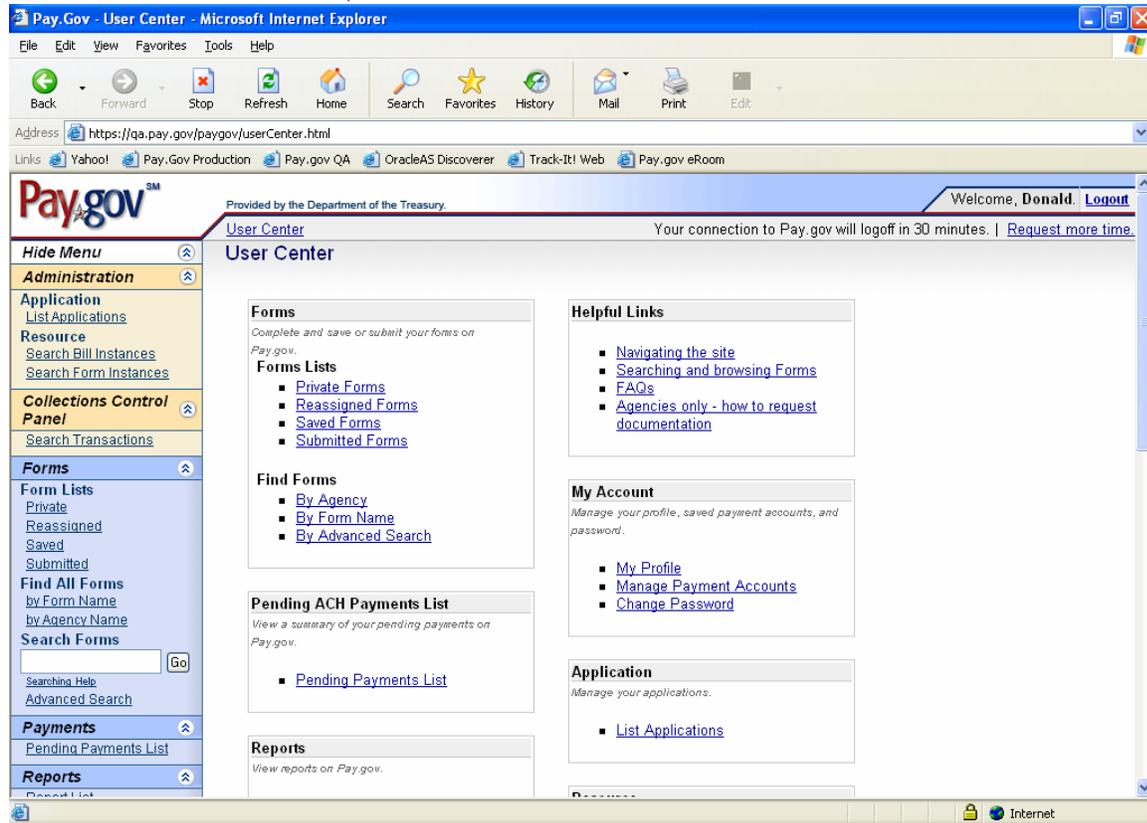
This guide does not contain information regarding enrollment. For enrollment information, please go to <http://www.ttb.gov/epayment/gettingstarted.htm>. Also, the guide does not contain all the specific instructions for completing each form. If you have any questions about completing or filing any form, contact your TTB Specialist at (513) 684-3334 or toll free at 1-877-882-3277. All of the applicable forms can be viewed or printed at <http://www.ttb.gov/forms/index.htm>.

For information regarding other Pay.gov functions and forms, please refer to separate User Guides, including:

- TTB Pay.gov Brewer's Report of Operations Electronic Submission User Guide
- TTB Pay.gov Brewpub Report of Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Denaturing Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Processing Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Production Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Storage Operations Electronic Submission User Guide
- TTB Pay.gov Monthly Report -Tobacco Products Importer Electronic Submission User Guide
- TTB Pay.gov Proprietor of Export Warehouse Electronic Submission User Guide
- TTB Pay.gov Report – Manufacturer of Tobacco Products or Cigarette Papers and Tubes Electronic Submission User Guide
- TTB Pay.gov Report of Wine Premises Operations Electronic Submission User Guide

Amending Returns in Pay.gov

1. Login to Pay.gov.
2. At User Center Screen, select Saved or Submitted Forms List.



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3. The “Saved” or “Submitted” forms list will appear:

Pay.gov - Submitted Forms - Microsoft Internet Explorer

Address: <https://qa.pay.gov/paygov/forms/listSubmittedForms.html?nc=1132596349169>

Links: Yahoo! Pay.Gov Production Pay.gov QA OracleAS Discoverer Track-It! Web Pay.gov eRoom

Pay.gov SM Provided by the Department of the Treasury. Welcome, Donald. [Logout](#)

User Center Your connection to Pay.gov will logoff in 30 minutes. | [Request more time.](#)

Hide Menu Administration Application List Applications Resource Search Bill Instances Search Form Instances Collections Control Panel Search Transactions Forms Form Lists Private Reassigned Saved Submitted Find All Forms by Form Name by Agency Name Search Forms Searching Help Advanced Search Payments Pending Payments List Reports

Submitted Forms

Results: 1-10 of 10 [Payment Status Codes Explained](#) [Help with Sorting](#) Date is displayed in Eastern Time

Form Details

Pay.gov Tracking ID	Date	Amount Paid	Form Status	Payment Status	Form Actions
3F09A01R	11/18/2005 14:44	\$1.00	Accepted	Settled	View PDF Duplicate
Puerto Rico Excise Tax Return TTB F 5000.25					
3F099M0P	11/02/2005 09:06		Accepted		View PDF Duplicate
Puerto Rico Excise Tax Return TTB F 5000.25					
3F0961HU	10/17/2005 11:27	\$1.00	Accepted	Received	View PDF Duplicate
Excise Tax Return TTB F 5000.24					
3F0965F4	09/30/2005 14:09		Accepted		View PDF Duplicate
Report of Wine Premises Operations TTB F 5120.17					
3F0964OD	09/28/2005 10:09		Accepted		View PDF Duplicate
Federal Firearms and Ammunition Excise Tax Deposit TTB F 5300.27					
3F0964OB	09/28/2005 10:08		Accepted		View PDF
Federal Firearms and Ammunition Excise Tax Deposit					

- A future release will include a column or some type of designation that will indicate an amended report. Currently, you need to use the Date Last Saved column to decipher which report is your most current.

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4. Move cursor over to Form Actions column and select Duplicate on the return you want to amend. The following screen will appear:

The screenshot shows a Microsoft Internet Explorer browser window displaying the Pay.gov Form Instance page. The browser's address bar shows the URL: <https://qa.pay.gov/paygov/forms/duplicateFormInstance.html?nc=1132596383426&route=5u&paygovTrackingId=12000284222>. The page header includes the Pay.gov logo, the text "Provided by the Department of the Treasury", and a user greeting "Welcome, Donald. Logout". Below the header, there is a "User Center" link and a notification: "Your connection to Pay.gov will logoff in 30 minutes. | Request more time." The main content area is titled "Form Instance" and contains a box for the "DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU EXCISE TAX RETURN". A table displays the following information:

Total tax liability	\$1.00
Gross Amount Due	\$1.00
Amount due with this return	\$1.00
ACTUAL PAYMENT WITH THIS RETURN	\$1.00

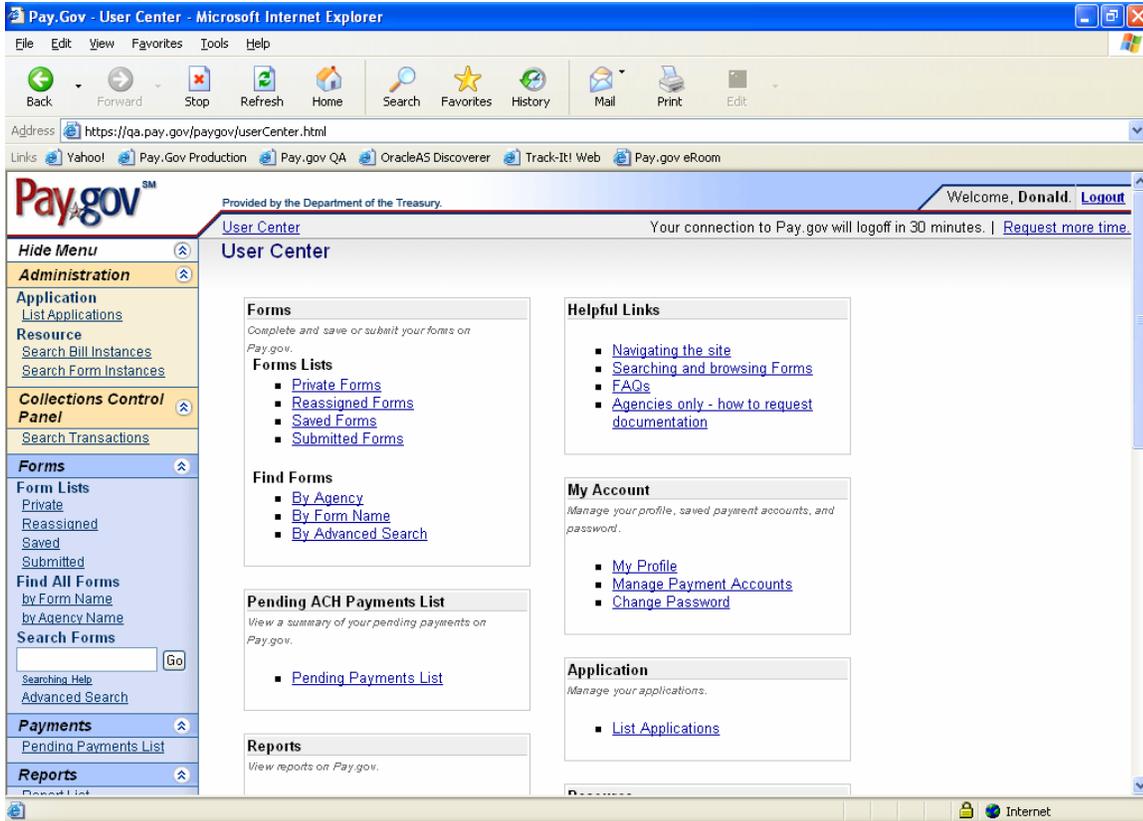
Below the table, there is a checkbox that is checked, with the text: "Under penalty of perjury I declare that I have examined this return (including any accompanying explanations, statements, schedules, and forms) and to the best of my knowledge and belief it is true, correct, and includes all transactions and tax liabilities required by law or regulations to be reported." At the bottom of the form, there are several buttons: "Go Back", "Update", "Submit Data", "Save", "Reassign", "PDF Preview", and "Reset". A message at the bottom of the page states: "It may take several minutes to process the form. Please be patient." The browser's status bar at the bottom shows "Done" and "Internet".

5. Select the *Go Back* option to return to the return and then navigate to the General Information page to update the report from "Original" to "Amended". After this is changed, make the rest of your adjustments and then submit the form as usual.

Note: After making your adjustments you must ensure the amount of the "Actual Payment With This Return", shows the actual amount you are paying with this return, and the "Total tax liability" reflects the entire amount of your liability for the period.

Amending Operational Reports in Pay.gov

1. Login to Pay.gov.
2. At User Center Screen, select Saved or Submitted Forms List.



- This will make a copy of the original submission and allow you to edit it.

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3. The “Saved” or “Submitted” forms list will appear:

Pay.gov Submitted Forms - Microsoft Internet Explorer

Address: https://qa.pay.gov/paygov/forms/listSubmittedForms.html?nc=1132596349169

Links: Yahoo! Pay.Gov Production Pay.gov QA OracleAS Discoverer Track-It! Web Pay.gov eRoom

Pay.gov SM

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User Center Your connection to Pay.gov will logoff in 30 minutes. | [Request more time.](#)

Submitted Forms

Results: 1-10 of 10
[Payment Status Codes Explained](#) [Help with Sorting](#) Date is displayed in Eastern Time

Form Details

Pay.gov Tracking ID	Date	Form Name	Form Number	Amount Paid	Form Status	Payment Status	Form Actions
3F09A01R	11/18/2005 14:44	Puerto Rico Excise Tax Return	TTB F 5000.25	\$1.00	Accepted	Settled	View PDF Duplicate
3F099M0P	11/02/2005 09:06	Puerto Rico Excise Tax Return	TTB F 5000.25		Accepted		View PDF Duplicate
3F0961HU	10/17/2005 11:27	Excise Tax Return	TTB F 5000.24	\$1.00	Accepted	Received	View PDF Duplicate
3F0965F4	09/30/2005 14:09	Report of Wine Premises Operations	TTB F 5120.17		Accepted		View PDF Duplicate
3F0964OD	09/28/2005 10:09	Federal Firearms and Ammunition Excise Tax Deposit	TTB F 5300.27		Accepted		View PDF Duplicate
3F0964OB	09/28/2005 10:08	Federal Firearms and Ammunition Excise Tax Deposit			Accepted		View PDF

- A future release will include a column or some type of designation that will indicate an amended report. Currently, you need to use the Date Last Saved column to decipher which report is your most current.

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- Move cursor over to Form Actions column and select Duplicate on the return you want to amend. The screen with the “submit” button will appear: (wine form used as an example)

Pay.gov Form Instance - Microsoft Internet Explorer

Address: https://qa.pay.gov/paygov/forms/duplicateFormInstance.html?nc=1132596545805&route=50&paygovTrackingId=120000288228

Pay.gov Form Instance

Provided by the Department of the Treasury. Welcome, Donald. Logout

Form Instance

PART III - SUMMARY OF DISTILLED SPIRITS (Proof Gallons)								
ITEM	WINE SPIRITS				FOR PREPARATION	DISTILLATES CONTAINING ALDEHYDES		SPIRITS FOR USE IN NON BEVERAGE
	FOR ADDITION TO WINE ^{5/}					(f)	(a)	
	GRAPE (a)	(b)	(c)	(d)				
1. On hand beginning of period								
2. Received								
3. Inventory gain								
4. TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5. Used								
6. Trans. to col. (e)								
7.								
8. Losses								
9. On hand end of period								
10. TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

PART IV - SUMMARY OF MATERIALS RECEIVED AND USED									
ITEM	GRAPE MATERIAL				KINDS OF MATERIALS OTHER THAN GRAPE ^{5/}			SUGAR	
	Uncrushed (Pounds) (a)	Field (Gallons) (b)	Juice (Gallons) (c)	Concentrate (Gallons) (d)	(Pounds or Gallons)			DRY (Pounds) (h)	LIQUID (Gallons) (i)
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1. On hand beginning of period									
2. Received									
3. Juice or concentrate produced									
4. TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5. Used in wine production									
6. Used in spirit or concentrate production									

- The original submission of the form will appear.
- Navigate to the correct page to update the report from “Original” to “Amended”. (It is usually on the first page of a form. If your screen displays Page 2, just click on Previous Page at the bottom of the screen.) Set the value to “Amended”.
- Edit the form as needed.
- Submit or Save the Form: Saving the Form will keep it in on the Saved portion of the Saved and Submitted Forms List. Submitting the Form submits it to TTB.